

# NEW YORK STATE DIVISION OF HOMELAND SECURITY & EMERGENCY SERVICES

## PREPAREDNESS - TRAINING & EXERCISE



### COOP PROGRAM MANAGER (G-548)

**NO. OF OPENINGS: 30**

**MONROE COUNTY**

**ANNOUNCED: OCT. 28, 2011**

**JANUARY 19-20, 2012**

**ROCHESTER, NY**

**2 DAYS – 12.5 HOURS**

**PREPAREDNESS - NATIONAL TRAINING CURRICULUM**

#### Description:

This course describes the requirements for developing a continuity program as prescribed in Federal Continuity Directive (FCD) 1, Federal Executive Branch National Continuity Program and other requirements. The course covers roles and responsibilities of the Continuity Program Manager and other key players in developing a viable continuity program.

The Continuity of Operations (COOP) Manager's Course provides COOP training for Program Managers at the Federal, State, Local, and Tribal levels of government.

Participants will gain information and materials for participants to use in the development and implementation of COOP plans in their areas as part of catastrophic event preparedness.

#### Course Objectives:

Upon completion of this course, participants should be able to do the following:

- Define Continuity of Operations;
- Explain the benefits of developing a viable continuity program;
- Identify the elements of a viable continuity program
- Identify the processes, resources and tasks necessary to implement and manage a successful COOP Program;
- Train future Continuity Program Manager Trainers.

#### Prerequisites:

1. Completion of FEMA independent study is *strongly recommended*;
  - a. [IS-546 COOP Awareness](#) (1 Hr.)
  - b. [IS-547 Intro to COOP](#) (5 Hr.)

#### Location:

Public Safety Training Center, Rm. 117A  
1190 Scottsville Road  
Rochester, NY 14624

#### Time(s):

Tuesday: 9:00 a.m. -- 5:00 p.m.  
Wednesday: 9:00 a.m. -- 2:15 p.m.

#### Cost:

There is no fee for the course. Food, lodging and transportation costs are the responsibility of the participant.

#### Who Should Attend?

Class size is limited. Preference will be given to those individuals that are or will be employees responsible for managing a Continuity of Operations Program. To ensure the most appropriate target audience, SEMO will review all registrations prior to acceptance to the course. We reserve the right to close the registration period earlier than the closing date stated on the Course Announcement due to a number of registrations received.

**Registration:** Complete the registration form at:

<https://www.surveymonkey.com/s/MGD6SHL>

#### Registration Deadline:

**5:00 P.M. December 28<sup>th</sup>, 2011**

#### Completion:

Participants who achieve a passing score will receive a Certificate of Completion for the course.

**Contact:** NYS Office of Emergency Management - Training & Exercises at (518) 292-2351 or [OEMtraining@dhses.ny.gov](mailto:OEMtraining@dhses.ny.gov)

# TRAINING NOTICE